

## **Instructions for preparing an Entry Authorization Letter (EAL)**

**Entry Authorization Letter (EAL):** An EAL is used to allow one time access to TAFB for approved social functions, civic affairs, special events, etc. when the number of guests exceeds seven guests and the sponsor cannot physically escort each guest.

### **Requirements for an EAL are as followed:**

- Sponsors must be 18 years of age and/ or a US military member, DoD civilian employee or contractor with a Common Access Card (CAC).
- An EAL is used to allow 8 - 299 visitors entry to the installation. Entry for seven (7) or fewer guest sponsor will come in and sponsor their guest at the 72d Security Forces Squadron Pass and Identification Office (72 SFS/S5P) located at Bldg 6611.
- Sponsors cannot sponsor via email, fax or telephone.
- EALs must contain the specifics of the function, location, date, time, sponsor's name and address and telephone number.
- Names on the EAL must:
  - Be listed in alphabetical order (Last name, First name and MI)
  - Driver's license number with state of issue (State ID if no Driver's License)
  - Date of birth
  - Full nine (9) digit Social Security Number (Required for vetting)
- To safeguard the personal data of all visitors, these forms of ID are used only for identity proofing and vetting through approved Law Enforcement (LE) and government networks and are not releasable outside LE channels. All visitors of Tinker AFB are subject to background checks by 72 SFS/S5P.
- If the visitor is denied access to base, the sponsor will be notified.
- The word child should be annotated by the name of any visitor under the age of 18 years.

- EALs must be submitted by the individual sponsoring the visitors/guests by the required days for identification verification/vetting, authentication and posting. Weekend events require coordination NLT close of business on the preceding Wednesday.
- Amount of Guest/Visitors and Time Frame prior to event:
  - 8 – 50 guests/visitors will need to be submitted seven (7) duty days prior
  - 51 – 100 guests/visitors will need to be submitted 14 duty days prior
  - 101 – 150 guests/visitors will need to be submitted 21 duty days prior
  - 151 – 299 guests/visitors will need to be submitted one month prior
- Two (2) typed copies of completed EALs must be hand carried to 72 SFS/S5P by the individual sponsoring the visitors/guests.
- One (1) copy of the responsibility letter must be brought in when submitting EAL unsigned and filled out in the presence of 72 SFS/S5P personnel.
- EALs will not be accepted by phone, fax or email. If there are any changes to be made to your EAL (i.e. additions, deletions etc.) you must submit a new EAL (two (2) copies). No exceptions!



DEPARTMENT OF THE AIR FORCE  
72D SECURITY FORCES SQUADRON (AFMC)  
TINKER AIR FORCE BASE OKLAHOMA

FROM: 72d SECURITY FORCES SQUADRON PASS AND IDENTIFICATION OFFICE

TO: Sponsor of Visitors to Tinker Air Force Base (TAFB)

SUBJECT: Sponsorship Responsibilities

1. The **sponsor of an event must hand carry** a typed list of visitors called an Entry Authority List (EAL) to the 72d Security Forces Squadron Pass and Identification Office (72 SFS/S5P) located at building 6611. The EAL must be typed and contain the following information:

- a. Alphabetized list of names (LAST, FIRST, MI) of every visitor
- b. Visitor's driver license number and state of issue
- c. Date of birth
- d. Social Security Number (SSN)
- e. Indicate "child" next to any person under the age of 18 years of age
- f. Time (start/end), date (start/end), and location of event
- g. Name, rank, unit and phone number of contact person (sponsor)
- h. Signature and acknowledgement of this letter

2. Two (2) copies of the EAL must be hand delivered by the sponsor to 72 SFS/S5P. 72 SFS/S5P is open from 0600-2200 (6 a.m. to 10 p.m.), seven days a week. Sponsors must have escort privileges for Tinker AFB in accordance with TAFB Integrated Defense Plan (IDP). An EAL is required when **eight (8) or more visitors** are expected. If the EAL is not received in the required days prior, delays at the gate may be experienced and the sponsor may be required to meet their guests at the Visitor's Center to obtain a visitor's pass (DBIDS Paper Pass).

**Acknowledgements (to be initialed by the sponsor when EAL is delivered)**

\_\_\_\_\_ I will ensure all guests on the entry authority list are US citizens  
\_\_\_\_\_ I will ensure guests provide the gate guard at the gate with a photo ID, proof of insurance, specific name of the event, and name of the sponsor. **Entry will NOT be granted without a valid photo ID and Proof of Insurance**

\_\_\_\_\_ I will ensure guests proceed directly to and from the event.  
\_\_\_\_\_ I will ensure guests are under a sponsor's control at all times while on the installation.

\_\_\_\_\_ **Sponsors are responsible for the actions of guests**

\_\_\_\_\_ The event may be cancelled at a moment's notice due to unforeseen circumstances or an increase in Force Protection Conditions.

\_\_\_\_\_  
Printed rank, Name, Org, Phone # of Sponsor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ENTRY AUTHORITY LIST (EAL) FOR  
(SPECIFIC NAME OF EVENT)

**(USE SPONSORING ORGANIZATION LETTER HEAD)**

From: (Sponsor's Name)

To: 72 SFS/ Pass and ID

Subject: (Specific Name of the function)

1. I request unescorted base entry for the following personnel. They will be attending the above function being held at (specific location on the installation).

<u>Guest Name</u>	<u>Drivers License #/ State of Issue</u>	<u>SSN</u>	<u>Date of Birth</u>
BROWN, DANIEL A.			
HALL, ANTHONY B.			
	(Child)		
HALL, BRIAN W.	(Child)		
HALL, CHRISTINE E.			
HALL, DAVID A.			
JOHNSON, MICHAEL J.			
SMITH, JOAN M.			
SMITH, JOHN T.			
SMITH, JOSHUA R.			
	(Child		
) WILLIAMS, PAUL J.			

2. Request access to TAFB for these personnel starting at approximately (date and time) and ending (date and time) and will access TAFB through (annotate which gate). I will be responsible for all personnel.

3. I can be reached at (phone #) prior to the event and at (phone # if possible or location on base) during the event.

4. (FOUO) IAW the Privacy Act of 1974, the contents of this document contain privileged or other confidential information. Unauthorized disclosure may result in civil and criminal sanctions. If you are not the intended recipient, or believe you have received this communication in error, do not reproduce, retransmit, disseminate, or otherwise use this information. All collected information will be utilized to conduct a criminal back ground check and no personnel information will be given out to unauthorized personnel. All information contained herein will be destroyed when no longer required.

Signature Block

Name, Rank, Unit of Sponsor

1. Employee determines a valid need for their civilian dependent to have access to the installation in excess of 60 days.
2. Employee submits CDIAC request form and letter to the employees' first-level supervisor for review and recommendation. Forms can be found at <https://wwwmil.tinker.af.mil/whatsnew/eal.asp>. The first-level supervisor has 24-hours to review/coordinate/sign and forward to the 72 MSG/CC via 72 MSG Workflow regardless of recommendation. This entire process is to be completed electronically.
3. 72 MSG/CC will review the request and approve or deny the request. This process should be completed within four work-days. If approved, continue to next step. If denied, the request is returned to the requestor with explanation. There is no appeal process if the request is denied since the dependent is not being denied access, but being denied a pass over 60 days.
4. Employee then takes the approval letter and their civilian dependent requesting the access credential to the Civilian Personnel Section (CPS) (Bldg. 3001) to request civilian dependent ID form to be completed.
  - 4a. Employee should bring the following items:
    - I. Employee valid CAC
    - II. Dependent driver's license
    - III. Marriage license
    - IV. Birth Certificate
    - V. Social Security Card
5. CPS validates and completes CDIAC form.
6. Dependents under the age of 18 are not allowed to get a CDIAC.
7. Employee takes the CDIAC form, approval letter and civilian dependent requesting installation access credential to Pass & ID (Bldg 6611) where they will verify CDIAC form against filed DD Form 577 and will identity proof/vet personnel receiving the CDIAC.
8. If there are no disqualifiers for installation access, Pass & ID will issue the CDIAC.

If you have any questions regarding installation access for your civilian dependent, please contact the Civilian Personnel Section at 739-2262 or 72d Security Forces Squadron Pass and Identification Office at 734-7328.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 72D AIR BASE WING (AFMC)  
TINKER AIR FORCE BASE OKLAHOMA

DATE

MEMORANDUM FOR 72 MSG/CC

FROM: JOHN R. SMITH, ORGANIZATION

SUBJECT: Civilian Dependent Installation Access Credential (CDIAC) Request

1. I, John R. Smith, would like to request a CDIAC for the following person(s):

- a. FULL NAME:
  - b. DOB:
  - c. SSN #:
  - d. VALID Driver's License or State ID #:
- (Copy a-d and paste below for additional personnel)

2. The reason for the CDIAC is explain in detail the reason your dependent(s) needs installation access and for how long (Nothing greater than one (1) year).

3. I understand my sponsoring of FULL NAME OF DEPENDENT(S) is IAW Tinker AFB Integrated Defense Plan 31-101 and AFMAN 31-113, *Installation Perimeter Access Control*. The 72 MSG/CC will make the final determination if the individual(s) listed in this request letter are authorized for long-term installation access.

4. If you have any questions, please contact me at TELEPHONE # (WORK & CELL) and EMAIL.

5. My FULL NAME OF SUPERVISOR can be reached at TELEPHONE # (WORK & CELL) and EMAIL.

JOHN R. SMITH, Grade  
Organization

1st Ind, Organization  
Recommend/Non-Recommend

JOHN M. DOE, Grade  
Supervisor, Organization

2nd Ind, 72 MSG/CC  
Approve/Deny

MICHAEL R. GREEN, Colonel, USAF  
Commander, 72d Mission Support Group

Attachment:  
CDIAC Request Form (provided once approved by 72 MSG/CC)

# Civilian Dependent Installation Access Credential Request

## **PRIVACY ACT OF 1974**

**Authority:** 18 U.S.C. 1029, Access Devices; E.O 9397 (SSN), as amended.

**Disclosure of your SSN is Voluntary:** However, if you choose not to provide your SSN, we will be unable to grant you an access credential for TAFB.

**Uses to be made of your SSN:** Your SSN will be used for vetting through law enforcement databases for the sole purpose of positively identifying you. It will not be shared with anyone outside DoD.

### **Dependent Information**

First Name:	M.I.	Last Name:	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN:	DOB:	DL or State ID:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address:	City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone:	E-mail Address:		
<input type="text"/>	<input type="text"/>		

### **Sponsor Contact Information**

First name:	M.I.	Last name:	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone:	E-mail Address:		
<input type="text"/>	<input type="text"/>		
Organization:	Work Telephone:		
<input type="text"/>	<input type="text"/>		

### **Verifying Official - CPO**

Name:	Date & Time Verified:	Date Approved by 72 MSG/CC
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Vetting Official - 72 SFS**

Name:  
Issued

Date & Time Vetted:

Date DBIDS Card